

RESIDENTIAL PARKING PERMIT PROGRAM

City Council Study Session

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Agenda

- Background
- Contributions to Parking Issues
- What is a residential permit parking program?
- Pros and Cons of residential permit parking program
- Permit parking program policy consideration
- Recommended permit parking program details
- Permit parking program approval process
- Parking enforcement

Background

- Formed Joint Parking Subcommittee
 - Two City Councilmembers
 - Two Traffic Safety & Parking Committee (TSPC) members
 - City Staff
- Based on recommendations of parking permit programs from neighboring cities on the Peninsula and current parking issues in San Bruno
- Developed process for implementing Residential Parking Permit Program



What Contributes to Parking Issues?

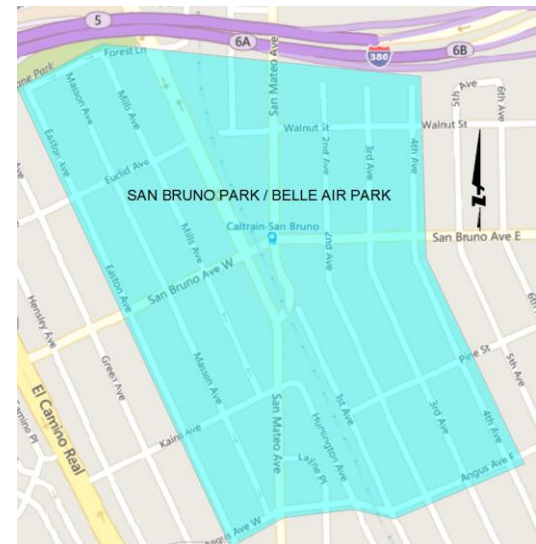
- Causes of parking congestion in residential areas

Internal factors:

- Residences with multiple vehicles parked on-street
- Houses with short driveways
- Garages used for non-vehicle storage
- Garages too small for vehicles

External factors:

- Non-resident commuter
- Body shops/commercial vehicles
- Visitors



What is a Residential Permit Parking Program?

- A Residential Permit Parking (RPP) Program limits the number of vehicles that each residence can park on City streets in a defined zone. Special time restrictions, parking permits, and dedicated enforcement are common components of RPP programs
- RPP program can be controversial and polarizing
 - However, they can be effective tools to reduce parking congestion
- RPP programs are commonly implemented near commercial areas and transit facilities

Highlight of Pros / Cons for Residential Permit Parking Program

Pros	Cons
Elimination / significant reduction of non-resident parking in the RPP zone	Residents and visitors must seek and purchase permits to park on-street
May increase availability of on-street parking	Paying for permit and still not being able to find parking space
Increase quality of life in neighborhoods that have been negatively impacted by outside parking generators	Number of permits will be limited
May discourage excess vehicle ownership	Spillover effect outside permit district from residents that have more vehicles than allowable permits
Removal of non-motorized vehicles, boats, mobile homes, trailers, construction related equipment or commercial vehicles	

RPP Program Policy Considerations

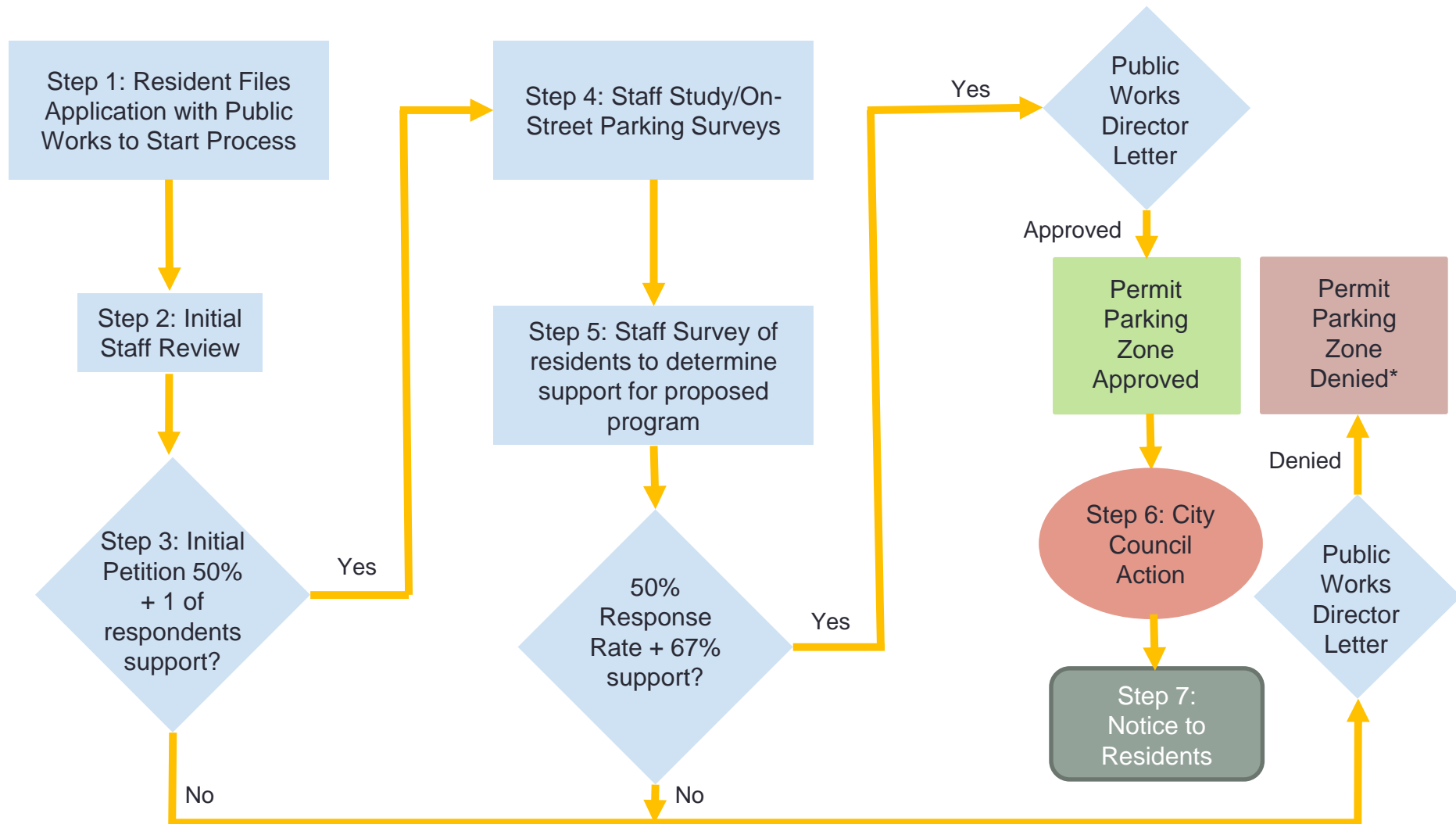
- Mandatory or Voluntary Opt-in
- Enforcement Window
- Quantity of Permits
- Permit Cost
- Visitor/Guest/Caregiver Parking
- Parking Exemptions
- Implementation Process



Recommended RPP Program Details

- **Voluntary Opt-in:** Program available citywide
 - Mandatory for adjacent streets near downtown
- **Enforcement Window**
 - Night: 6pm – 9am permitted residents and visitors only
 - Day: No change (RPP not required between 9am - 6pm)
- **Quantity of Permits:** 2 per dwelling unit
- **Permit Cost:** \$35 for 2 years
- **Visitor/Guest/Caregiver Parking:** 10 guest passes per month
- **Parking Exemptions:** holidays

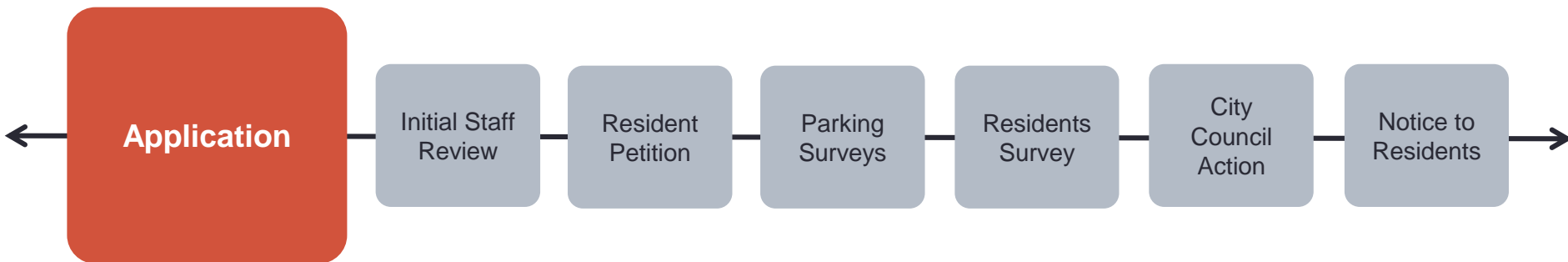
Residential Permit Parking Program Process for Approval



* May be appealed to City Council

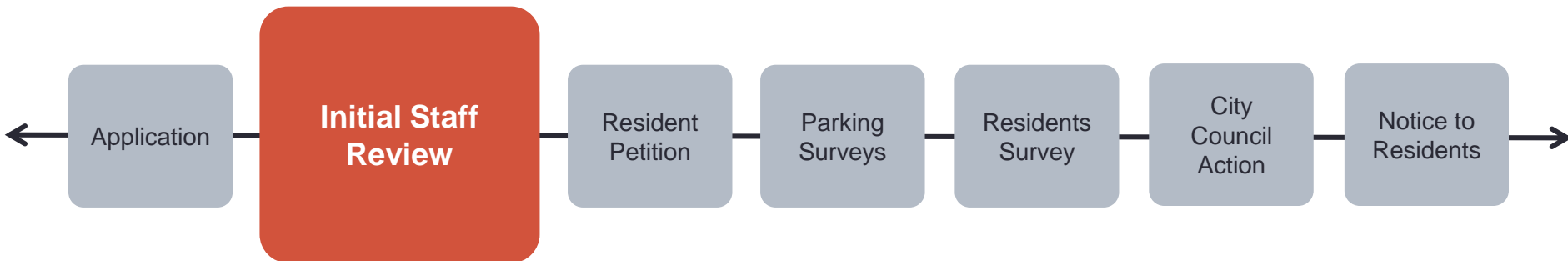
Step 1: Resident Files Application

- Resident(s) or neighborhood sponsor(s) would file an application with Public Works Department
 - Describe parking problem in neighborhood
 - Determine how residential permit parking district will be able to eliminate or reduce the overflow parking impacts
 - Propose residential permit parking district boundaries



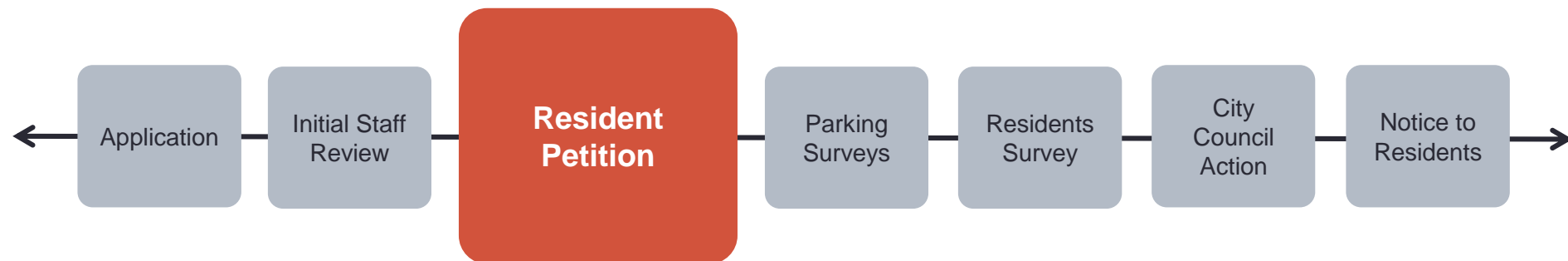
Step 2: Initial Staff Review

- Review resident application and verify whether the proposed residential permit parking district meets the criteria



Step 3: Resident Petition

- Residents must submit a petition to establish a residential permit parking district to Public Works Department
- One signature per dwelling unit will be considered
 - Dwelling unit: means a house, apartment, condominium, townhouse, or other type of residence, designed and used exclusively for residential occupancy, but not including motels or hotels
- Response rate of 50% + 1 of the dwelling units in the proposed residential permit parking district is required
- Accessory Dwelling Units (ADU) will not be considered a dwelling unit for purposes of the petition



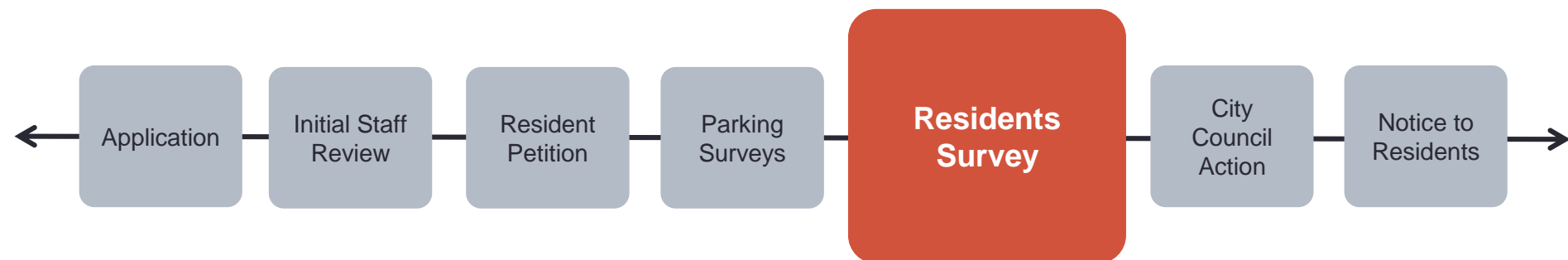
Step 4: On-Street Parking Surveys

- Public Works Department will review the petition to determine if it is complete and complies with all submittal requirements
- The City may, at its discretion, conduct a parking inventory study of on-street spaces and number of dwelling units in the proposed residential permit parking district to determine if it is possible to increase the number of permits
- **It is generally anticipated that not more than two permits** will be issued per dwelling unit
- Limiting the number of permits issued will help ensure permit holders are able to find on-street parking



Step 5: Residents Survey

- Public Works Department will conduct a survey of the properties
- Mail survey to the dwelling units within the proposed residential permit parking district
- One (1) signature per dwelling unit will be counted
- A minimum of fifty percent (50%) of the surveys (simple majority) must be returned to the Public Works Department within the designated time frame and sixty-seven percent (67%) of the returned surveys must support the establishment of the residential permit parking district in order for the process to continue

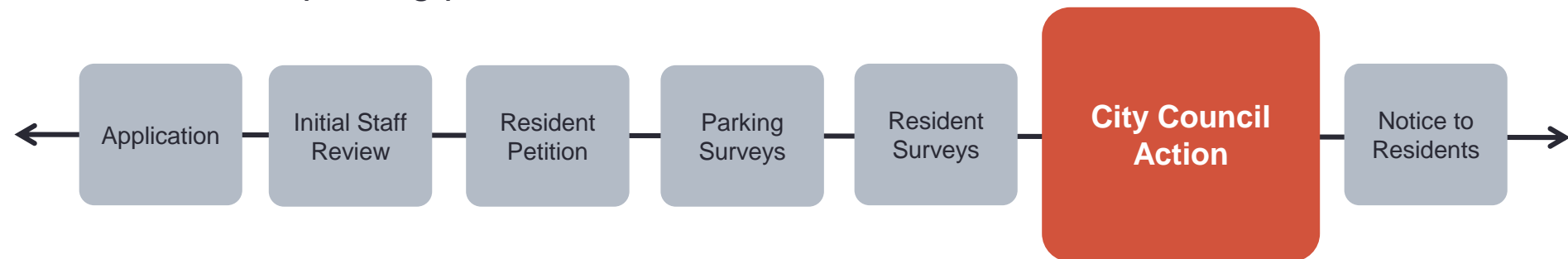


Step 5: Residents Survey (Continued)

- If the returned surveys meet the requirements, the Public Works Director or designee will draft and mail a letter to the residents within the proposed residential permit parking district to inform them of the results
- If the returned surveys **do not** meet the requirements, the Public Works Department will send a letter denying the request
 - A two (2) year moratorium on new requests for permit parking shall take effect for the streets within the proposed residential permit parking district of the denied request
 - The resident(s) or neighborhood sponsor(s) of the petition may appeal a denied request to the Public Works Department within thirty (30) days of receiving the notice of denial. Appeals will be heard by the City Council pursuant to Section 1.32 of the San Bruno Municipal Code.

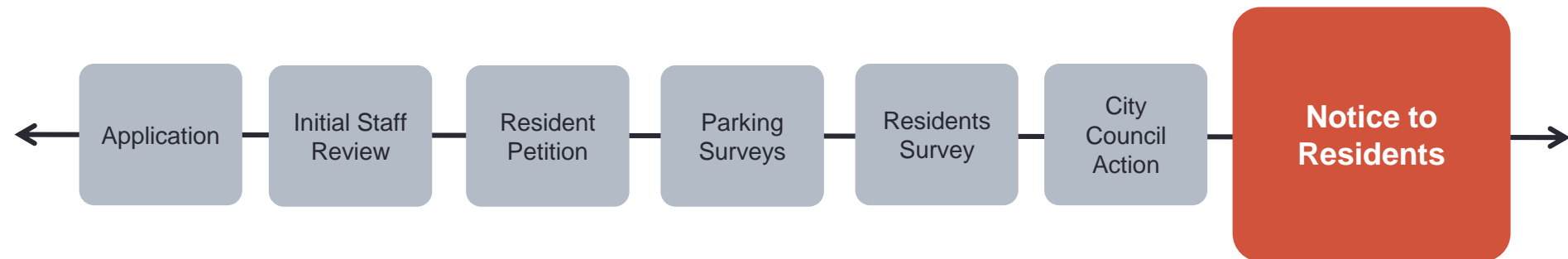
Step 6: City Council Action

- Public Works Director or designee will prepare the staff report and resolution for City Council consideration to designate the residential permit parking district
- At a minimum, the resolution will contain the following findings:
 - the results of the initial staff review;
 - the petition results;
 - results of the parking inventory study (if applicable);
 - results of the TSPC review (if applicable);
 - the residential permit parking district location and parking restrictions hours; and
 - cost of parking permits.



Step 7: Notice to Residents about RPP District Designation

- Upon approval of the residential permit parking district by City Council, the Public Works Department will notify the residents in regards to the date the residential permit parking district enforcement will begin and how to purchase parking permits
- If the City Council denies the request, a two (2) year moratorium on new requests for the streets involved in the denied request will begin.



Parking Enforcement

- Per municipal code, the Police Department is responsible for administration and enforcement of any permit parking program
- Personnel and equipment needs for enforcement will depend upon the quantity and size of permit parking districts that are established, as well as the specific terms of the restrictions
 - The following would be required for administration/enforcement if substantial permit parking districts are established:
 - 1 additional full-time Community Service Officer – estimated cost of \$107,000/year
 - 1 additional Police Clerk – estimated cost of \$118,000/year
 - 1 additional parking enforcement vehicle – estimated cost of \$30,000 every 5-6 years
 - Permit management software – estimated cost of \$5,000/year

Parking Enforcement (Continued)

- Analysis of this proposed program as well as existing programs in other cities makes it clear that we cannot expect enforcement fines to offset any significant portion of program costs.
- It is likely that proactive enforcement will not be possible during all hours of the parking restriction
 - Proactive enforcement might be restricted to a daily period just after the restriction starts and just before the restriction ends, but would not occur all through the night
 - Outside of the proactive enforcement windows, officers would enforce on a complaint basis and only when resources allow without distraction from more pressing police activities

Recommended RPP Program Details

- **Voluntary Opt-in:** Program available citywide
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RPP Program Comparison

City	Has RPPP (Yes or No)	Annual Permit Cost	Number of Permits	Guest Permits
Brisbane	Yes (not used)	-	-	-
Burlingame	Yes	\$50 for 2	2	None
Colma	Yes	Free	4	14 days limit up to 15 per year
Daly City	Yes	Free	Unlimited	None
Foster City	No	-	-	-
Hillsborough	No	-	-	-
Millbrae	Yes	1 st Free; 2 nd \$25	4	2 for \$25 each annually
Redwood City	Yes	Free	3	10 per year
San Carlos	Yes	Free	4	2
San Mateo	Yes	Free	Unlimited	1
Woodside	Yes	Free	2 to 4	For special events or upon request

QUESTIONS?



Residential Permit Parking Program Process for Approval

